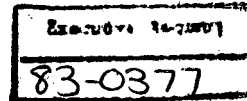


FORM NO. 241

Approved For Release 2008/09/22 : CIA-RDP85B00457R000500030046-5

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PT 83-50



19 JAN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Executive Director

SUBJECT:

Financial Guidance for FY 1983

1. The Congress has completed action on our FY 1983 budget request. The FY 1983 program levels for your Directorate are as follows:

Personal Services
Nonpersonal Services

Total Funds

Positions

FTE:

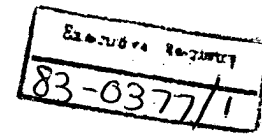
Full-time
Temporary/Part-time
Indigenous

2. The attachment provides specific guidelines for executing your 1983 program. The Comptroller will hold periodic meetings to review the status of the Agency's financial and personnel resources and will take the necessary action to insure the Agency's essential needs are met throughout the year. Even with the increased resources in FY 1983, important shortfalls have been identified in such areas as pay for added personnel, space, medicare payments, a portion of the cost of the October 1982 pay raise, and important operational requirements. Your cooperation and candor in identifying potential savings are essential if we are to be able to satisfy these important unfunded requirements. Please work closely with the Comptroller on these matters to insure the Agency's overall needs and priorities are adequately considered.

Attachment:
As Stated

DCI
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DEC

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JAN 1983

MEMORANDUM FOR: Deputy Director for Intelligence

FROM:

Executive Director

SUBJECT: Financial Guidance for FY 1983

1. The Congress has completed action on our FY 1983 budget request. The FY 1983 program levels for your Directorate are as follows:

Personal Services
Nonpersonal Services

Total Funds

Positions

FTE:

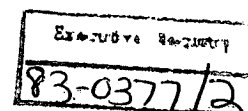
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Temporary/Part-time

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Attachment:
As Stated

DCI

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SECRET

29 JAN 1983

MEMORANDUM FOR: Deputy Director for Operations

FROM:

Executive Director

SUBJECT: Financial Guidance for FY 1983

1. The Congress has completed action on our FY 1983 budget request. The FY 1983 program levels for your Directorate are as follows:

Personal Services
Nonpersonal Services

Total Funds

Positions

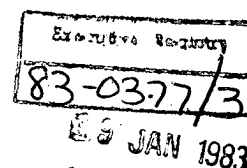
FTE:

Full-time
Temporary/Part-time
Indigenous

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Attachment:
As Stated

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MEMORANDUM FOR: Deputy Director for Science and Technology

FROM:

Executive Director

SUBJECT: Financial Guidance for FY 1983

1. The Congress has completed action on our FY 1983 budget request. The FY 1983 program levels for your Directorate are as follows:

Personal Services
Nonpersonal Services

Total Funds

Positions

FTE:

Full-time
Temporary/Part-time
Indigenous

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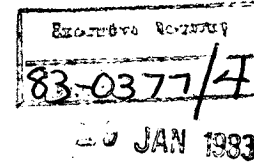
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Attachment:
As Stated

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MEMORANDUM FOR: Administrative Officer, DCI Area

FROM:

Executive Director

SUBJECT: Financial Guidance for FY 1983

1. The Congress has completed action on our FY 1983 budget request. The FY 1983 program levels for your Directorate are as follows:

Personal Services
Nonpersonal Services

Total Funds

Positions

FTE:

Full-time
Temporary/Part-time

2. The attachment provides specific guidelines for executing your 1983 program. The Comptroller will hold periodic meetings to review the status of the Agency's financial and personnel resources and will take the necessary action to insure the Agency's essential needs are met throughout the year. Even with the increased resources in FY 1983, important shortfalls have been identified in such areas as pay for added personnel, space, medicare payments, a portion of the cost of the October 1982 pay raise, and important operational requirements. Your cooperation and candor in identifying potential savings are essential if we are to be able to satisfy these important unfunded requirements. Please work closely with the Comptroller on these matters to insure the Agency's overall needs and priorities are adequately considered.

Attachment:
As Stated

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Financial Guidelines for Executing the 1983 Program

Allotments

1. Allotments will be issued by the Office of the Comptroller at the directorate level and will subdivide resources into (a) personal services, (b) nonpersonal services, and (c) property requisitioning authority. In certain cases, such as Reserve releases, restricted allotments will be issued covering specific projects.
2. Directorates will issue office suballotments to appropriately control the use of funds within their purview.

Reprogrammings

1. The base from which reprogramming will be judged is the resource data as reflected in the 1983 column of the 1984 Congressional Budget.
2. This data has become the operating budget (operating amount column) in the Financial Resources System (FRS).
3. Records and controls over resources will be maintained by component, project number (FAN), and subobject class. If at any point in the year obligations exceed an operating amount, adjustments should be made to the operating amount by project/subobject class and reprogramming approval sought, as appropriate.
4. The following reprogramming actions and funding changes must be submitted to the Comptroller for approval:
 - a. Proposals to shift nonpersonal services funds in amounts of \$100,000 or more between major object classes or FANs. Adjustments between object classes for supplies and equipment (26 and 31) of a purely technical nature where funds are expended for essentially the same purpose as they were budgeted do not require Comptroller approval.
 - b.
 - c. Proposals requiring Congressional action. These proposals will be forwarded to the DCI, who must approve all action requiring Congressional notification or approval. Congressional notification and/or approval is required when reprogramming involves:

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- Any activity which is politically sensitive or which could potentially be embarrassing to the US.
- Any activity that has been specifically limited by Congressional action.
- Any proposed significant activity not specifically authorized by Congress.
- Any increase of \$5 million or more in procurement or personal services costs.
- An increase of any R&D program or new procurement request of \$2 million or more.
- Any below-threshold action involving a new program that will result in significant follow-on costs.
- Any item designated by Congress as being of special Congressional interest.

Personal Services Funds

1. Directorates may reprogram personal services funds between components to meet projected personal services needs. Operating budgets must be adjusted continuously throughout the year to cover shortfalls and show the latest estimates of how personal services funds will be spent and to facilitate monitoring. Your operating amounts for personal services should be adjusted to distribute pay act funds from SOC 1195 and 1295 to the personal services subobject classes where the extra costs will be incurred.
2. Personal services funds may not be converted to nonpersonal services object classes without prior approval of the Comptroller.

Property Requisitioning Authority

1. All requests for conversion of funds to PRA or vice versa must be submitted to the Comptroller's Office stating the requesting component, dollar amount, and reason for conversion.
2. After 15 August 1983, conversions will be allowed only in exceptional circumstances and must be requested by the appropriate Deputy Director. There will be no conversions after 1 September except to cover price increases on requisitions processed prior to that time or to cover year-end reprogramming approved by the Comptroller.

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Monthly Comptroller's Meeting

In preparation for scheduled Comptroller Meetings, the directorate will provide the Comptroller with an operating budget status report by the tenth working day of the month. The report shall contain:

- Estimated directorate personal services requirements for both funds (by subobject class) and FTE (for FTP and T/PT personnel) to year-end.
- Component nonpersonal services commitments*; items over should be specifically identified. 25X1
- Surplus nonpersonal services funds or savings available for uses other than originally budgeted.
- Status of obligations and unobligated commitments on specific activities identified by the Comptroller prior to the monthly meetings.
- Unfunded requirements in excess of for the DDI and DCI Area) which cannot be covered by directorate reprogramming. The requirements should be described and listed in rank order (highest priority first). Descriptions should be sufficient to permit a determination of the relative merits of the requirement and its importance in the overall Agency mission. Note those which clearly are considered non-discretionary (i.e., which must be funded). 25X1

End of Fiscal Year Reporting of Unobligated Balances

Directorates having unobligated 1983 nonpersonal services balances exceeding \$1 million in an individual office as of 15 September 1983 are to provide the Comptroller with a written report on the status of these unobligated balances, including the planned date of obligation. Changes to the planned schedule of obligation should be immediately reported to the Comptroller's Office.

*Commitments include only those items on which formal action has been initiated to incur obligations, but because of administrative/procurement, contract processing, and/or other delays, the obligations have not been recorded in the FRS.

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SUBJECT: Financial Guidance for FY 1983 (U)

Distribution:

Original - Addressees

- 1 - Executive Director
- 1 - Executive Registry
- 1 - Budget/Plans Staff
- 1 - Compt
- 1 - D/Compt
- 1 - EO/Compt
- 5 - Each Group Chief
- 1 - Compt Subject
- 1 - Compt Reading
- 1 - BMG Chrono

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O/Comptroller/BMG (17 January 1983)

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